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Job details

Job 1 of 1

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General Information The Executive Management Services Division in the ISD Administration and Finance Service is seeking a well-qualified administrative support staff in the Internal Affairs/Audit Section. The administrative support may consist of assisting with investigations, including conducting and interviews with appropriate staff, researching and analyzing documentation and report writing.

Requirements All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of **Administrative Assistant III** are invited to submit a resume, copies of their last two performance evaluations, writing samples and the last twelve months time records by August 15, 2012:

Rhea Celles, ISD Audit Liaison
1100 N. Eastern Avenue, Room 227
Los Angeles, CA 90063
(323) 881-4616
rcelles@isd.lacounty.gov

All materials submitted will be evaluated. Only the most qualified employees based on the information submitted will be contacted for an interview. The interview will be used to determine the final selection.

Desirable Qualifications

- Demonstrated experience conducting various types of interviews
- Excellent verbal and written communication skills
- Ability to effectively work with an array of County staff from various departments
- Knowledge and skills necessary to assist with implementation of policies and procedures related to audit issues
- Demonstrated experience interpreting the County Fiscal Manual and effectively applying it to operational practices and internal controls as part of compliance/operational audits
- Ability to identify areas of non-compliance and propose effective recommendations
- Work independently with minimal direction

Duties

Assists the Section Manager with investigations, including surveillance,

interviewing subjects and witnesses, gathering and evaluating evidence, outside agency contacts and report writing.

Assists the Audit Liaison with conducting interviews with appropriate staff, researching and analyzing documentation, report writing and coordinating the dissemination of requested data. Collateral duties include assisting with the biennial Internal Control Certification Program (ICCP).

Coordinates the distribution of the Statement of Economic Interest, which discloses the financial interest of employees in selected positions as part of the Department's Conflict of Interest Code.

Coordinates the submission and filing of the Statement of Economic Interest report of findings and forwards to the Executive Office of the Board of Supervisors.

Coordinates the submission of the Record Inventory and Retention Program report, a report mandated by the Board of Supervisors that requires all County departments to establish a plan for maintaining and preserving County records and archives, including cost estimates.

Coordinates the distribution of the annual report of Outside Employment Verification.

Vacancy Information The vacancy is located at Internal Services Department, Executive Management Services Division, Internal Affairs Section, 1100 N. Eastern Ave., Los Angeles, CA 90063. This position is on a flexible 4/40 work schedule.

Available Shift Day

Contact Name Rhea Celles

Contact Phone (323) 881-4616

Contact Email rcelles@isd.lacounty.gov

Job Field Administration

Job Type Administrative Support

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